

GENERAL REGISTRATION INFORMATION

VEHICLE INDUSTRY REGISTRATION PROCEDURES

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General Registration Information

1.000 Department of Motor Vehicles (CVC §290)

As used in this handbook, the “department” refers to the Department of Motor Vehicles (DMV).

1.005 Authority to Grant or Refuse Applications (CVC §1653)

The department examines all documents and applications submitted and may:

- require additional information, **or**
- reject any document or application if not satisfied with the document, or the authenticity of the application, or the truth of any statement contained therein.

1.010 Definitions for Clearing, Suspense, and Incomplete Application (RDF)

Clearing item—an application that contains all required documents and fees and can be processed without further handling or verification by Sacramento DMV headquarters.

Suspense item—an application that needs further processing in Sacramento headquarters, such as issuance of special interest license plates or verification against the Sacramento headquarters record.

The DMV file copy **will include** an explanation of what is required of the headquarters office.

Incomplete Application, also known as Report of Deposit of Fees (RDF) (CVC §1651)

A transaction used by the department to collect fees on an incomplete application. The requirements are:

- All the documents and the receipt for the fees paid are returned to the applicant.
 - Dealer and registration service transactions are returned to the dealer or registration service.
 - Applications submitted by a financial institution are returned to the financial institution.
- Full registration/renewal fees **must be** deposited on an incomplete application to avoid penalties; however, use tax may be paid when the application is cleared.
- If an applicant chooses to pay the **use tax** due when the application is *cleared*, *rather than at the time the registration fees are paid*, no additional penalties will accrue on the tax.
- Plates or stickers are **never** issued on an Incomplete Transaction (RDF).
- A *Temporary Operating Permit* (TOP–REG 19) is **not** issued except as shown in the Permits chapter.

1.015 Legibility of Writing and Lettering

The quality of the ownership certificate (title) issued depends primarily on the legibility and accuracy of the information entered on the application.

- Information on most documents may be typewritten, computer-generated, or hand-printed.
- If hand-printed, the department prefers that only block upper case letters are used **except** for the following letters which should be handwritten in script or cursive to avoid confusion/error.
- Write the following letters on registration applications and print all others:

A series of seven handwritten cursive letters: O, G, J, R, S, Y, and Z, arranged horizontally. These letters are the ones that should be handwritten in script or cursive on registration applications, while all other letters should be printed.**1.020 Adhesive Labels, Highlighter Pens, Fax/Photocopies**

Adhesive Labels—are not acceptable on registration documents.

- Information **must be** entered directly onto the documents.
- Documents received with labels of any kind affixed will be returned to the submitter.
- If a title is submitted that had a label removed from it, documentation must be included to support the alteration of the document.
- The supporting document can be a *Statement of Facts* (REG 256), a *Statement of Error or Erasure* (REG 101), or an *Application for Duplicate Title* (REG 227), if appropriate, depending on the condition of the title after the label is removed.

Highlighting Pens—should not be used on registration documents or forms.

- If it is necessary to mark a document or form to clarify to the customer where a signature or information is required, highlight the “X” beside the signature line or the area underneath or above, not the entire space.

Photocopy or Fax of Documents (CVC §1651)

The department considers a fax copy to be the same as a photocopy.

- If departmental procedures allow for a photocopy, a fax copy is also acceptable.
- A fax copy or photocopy of a **form** may be used, as long as the vehicle information entered and the signatures **are original**.

EXCEPTION: A copy of a signature is acceptable when an application must be reconstructed because it was lost in the department or the dealer is out-of-business.

1.025 Acceptable/Unacceptable Documents

The following items are examples of Acceptable/Unacceptable Documents.

- **Titles**— A photocopy of the title document is **not** acceptable.
- **Manufacturer's Certificate/Statement of Origin (MCO/MSO)**—The original or a duplicate copy of the Certificate/Statement issued by the manufacturer is acceptable.
- **Court Documents**— The original, a certified copy, or a photocopy of a certified copy of a court document is acceptable.
- **Vehicle/Vessel Transfer and Reassignment Form (REG 262)**—A photocopy of a REG 262 is **not** acceptable
- **Power of Attorney**—A photocopy of a general power of attorney, including the department's *Power of Attorney* form (REG 260), is acceptable.
 - A copy of the *Vehicle/Vessel Transfer and Reassignment Form* (REG 262) is not acceptable, even if the form has only the Power of Attorney section completed.
- **Other Documents**— A photocopy or fax copy of a form may be accepted in lieu of the original provided the information and the signature on the form **are original**.
 - Repetitive information, such as same year model, make, and model, may be a copy when multiple applications are submitted.
 - Critical information such as the last digits of the vehicle identification number and signatures **must be** original.
 - A document altered from its original context and then copied is **never** acceptable.

NOTE:

- A legible photocopy of the last-issued California registration is acceptable on all transactions **except** unavailable records transactions.
- A copy of a signature is acceptable when an application must be reconstructed because it was lost in the department or the dealer is out-of-business.

1.030 Branded Titles

A "brand" is wording on a Certificate of Title or registration card that indicates certain conditions in the vehicle's history.

The following brands are placed on California vehicle titles and DMV records:

- **Salvaged**—Vehicles marked with a "salvaged" brand were involved in an accident or incurred considerable damage from another source, such as a flood or vandalism.
 - This brand also includes previously dismantled (*junked*) vehicles.
- **Original Taxi or Prior Taxi**—Vehicles formerly used "For Hire" which usually have high mileage.

1.030 Branded Titles, *continued*

- **Original Police or Prior Police**—Vehicles formerly used by law enforcement and which usually have high mileage.
- **Non-USA**—Vehicles manufactured for use and sale outside the United States which have been converted to meet Federal and California safety and emissions standards (also known as ***Grey Market***)
- **Warranty Return (Lemon Law Buyback)**—Vehicles which have been returned to the manufacturer under California's Lemon Law.
- **Remanufactured**— Vehicles constructed by a licensed remanufacturer and consisting of used or reconditioned parts.

— These vehicles may be sold under a distinctive trade name.

Although California has indicated prior history on titling documents for many years, vehicle history information is more prominently displayed on the latest revision of both the *Certificate of Title and Salvage Certificate* in a red box near the upper right-hand corner of the document.

- A prior history service fee is collected only for the initial issuance of branded documents. (CVC §9255.1)
- Refer to the Fees appendix, Appendix 1F, for fees.

1.035 License Plates (CVC §§4850, 4850.5, and 4851)

License plates serve as registration indicia, identify the type of registration (passenger, commercial, trailer, etc.), and provide a means of locating the vehicle owner.

- Information regarding license plate series issued 1963 or later can be found in the DMV website under **www.dmv.ca.gov/vr**.
- Appendix 1E of this handbook, contains California license plate information for years 1914 through 1972.
- Trailers, motorcycles, special equipment (SE), and commercial truck tractors with a “TR,” “DR,” or “DS” body type designation are issued **one** license plate.
— All other vehicle types registered in California are issued two license plates and must display both.
- Commercial vehicles having a declared gross vehicle weight of 10,001 pounds or more **must** display the current month and year sticker on the front license plates (CVC §5204).
- Truck tractors **must** have the license plate attached to the front of the vehicle.
— In the case of truck tractors assigned special interest license plates, the plate with the stickers **must** be attached to the front of the vehicle and the other plate destroyed. (CVC §5200)

EXCEPTION: Truck tractors defined as cotton module movers (CVC §§36012 and 36101) are issued special equipment (SE) plates. See Chapter 16, Special Equipment.

1.035 License Plates (CVC §§4850, 4850.5, and 4851), *continued***Undesirable License Plate Configurations**

- Vehicle owners may request issuance of substitute plates if they consider the license plate configuration to be undesirable.
- These replacement plates may be issued for no fee if the undesirable plates are surrendered to the department.

Central License Plate Issuance (CLPI) Program

When an application is processed as a mail or bundle item, a central issuance facility in Sacramento issues and mails the majority of plates, stickers, and registration cards.

- License plates, stickers, and registration cards are normally issued immediately when processed over the counter in a field office.
- However, certain transactions may not allow issuance over the counter and issuance will be handled by DMV headquarters in Sacramento.

Q Series License Numbers Assigned to Vehicles (CVC §4452)

Control numbers similar to license numbers are assigned and printed on the certificates issued for applications for:

- ***title only*** of any vehicle **not** previously registered in California and
- ***transfer only*** of previously exempt vehicles, or vehicles last assigned a special plate, such as an Environment License Plate (ELP).

These vehicles do not bear any valid license plates.

<i>Title Only and Transfer Only Series</i>
000QAA- 999QDZ
000QEA- 999QHZ
000QOA- 999QXZ
1QAA000- 1QZZ999

Temporary Identification Numbers (TIN) Assigned to Vehicles

Control numbers similar to license numbers are assigned and printed on RDF and Suspense receipts issued for applications with no prior DMV record.

- The DMV record reflects this TIN, which is replaced when a license plate is issued.
- These numbers have the configuration LNNNNNN or NNNNNNL (L-letter, N-number).

1.040 True Full Name Requirements (CVC §4150)

The true full name of the registered and legal owner **is required** on registration applications.

- **True full name**—is the complete, exact name used on legal documents, such as a driver license, and includes a person’s first name or initial, middle name or initial, and last name.

NOTE: A title, such as *Sister Mary Elizabeth Morris*, **is not** shown unless the person completes a *Statement of Facts* (REG 256) certifying the title is part of his or her true full name and the REG 256 is submitted with the application.

- **Company name**—is the complete, exact name used on legal documents, and includes any designation such as Inc., LLC, etc. **Do not** include the name of the person signing for the company.
- **Leased vehicles (CVC §4453.5)**—must be registered with both the lessor and lessee name(s).
 - The lessor’s name is followed by the abbreviation LSR, and the lessee’s name is followed by the abbreviation LSE. The names are not joined by *and* or.

Example:

Jay Street Leasing, LSR
John Doe, LSE

- **Vehicles registered to a trust**—must show both the name of the trust and the name(s) of all trustees.
 - The wording of the name of the trust may vary and include dates, etc.
 - Abbreviations may be used if approved by the customer.

Example:

Johnson Family Living Trust UTD 062598
Mary Lee Johnson Trustee
Herman Ray Johnson Trustee

NOTE: The names of the trustees will not be keyed by DMV but must still appear on the titling documents.

- **Names “Too Long”**—The registered owner and legal owner information will be abbreviated and shortened **by the DMV** when the registered owner or legal owner information exceeds the space limits of the DMV automated system.
 - If there is insufficient room:
 - “Doing Business As” (DBA) will not be recorded on the document.
 - **Only** the name of the trust will appear on the printed document.

1.045 Name Statement Requirement (CVC §1652)

If the applicant's printed name and signature are so different that it appears to be two different people, a *Statement of Facts* (REG 256) with Section F, Name Statement, completed, is required.

A *Statement of Facts* **is not** required for signatures containing more or less than the printed name.

Examples:

<i>If the printed name is...</i>	<i>and the signature is...</i>	<i>then a Statement of Facts, REG 256, Section F...</i>
Joseph Donald Smith	<ul style="list-style-type: none"> • Joe D. Smith • Joseph Smith • J. Donald Smith, or • another variation of the first and middle name(s) or includes a suffix such as Jr. or Sr. 	is not required.
J.J. Doe Metal Co.	James Metal Co.	
Virginia D. Smith	Denise Smith	is required.

1.050 Registration to Co-Owners (CVC §§4150.5 and 9852.5)

A vehicle or vessel may be registered to two or more co-owners.

- The co-owner names may be joined by “**and**” (represented by a slash /) or joined by “**or**.”
- **Every** owner **must** sign the Certificate of Title or registration application document to **register** a vehicle or vessel in their name.
- The requirements for **releasing** ownership vary and are discussed in Chapter 11, Transfers.

NOTE: When an application is submitted which **does not** indicate “and” or “or” between the names, the Certificate of Title will be issued showing “and,” represented by a slash (/) between the names and all owners will be required to release the title.

The following applies to registration of Co-owners:

- When “**COMPRO**” (Community Property) follows the names of co-owners, ownership passes to the surviving owner **after** the deceased co-owner's interest is executed with Letters Testamentary, Letters of Administration, or *Affidavit for Transfer Without Probate* (REG 5).
 - The signature of the surviving co-owner is required to release vehicle ownership.

1.050 Registration to Co-Owners (CVC §§4150.5 and 9852.5), *continued*

- When “**JTRS**” (“Joint Tenants with Right of Survivorship”) follows the names, all owners must release interest during the lifetime of the co-owners.
 - Upon the death of one co-owner, title is released by the survivor with a copy of the deceased owner’s death certificate.
- When “**Tenants in Common**” follows the names of co-owners, the interest of a deceased co-owner reverts to the deceased co-owner’s **estate**, **not** to the surviving co-owner.
 - The transfer can be executed with Letters Testamentary, Letters of Administration, or *Affidavit for Transfer Without Probate* (REG 5), together with the surviving co-owner’s signature.
- When “**TOD**” (Transfer on Death) appears on a title, the name following TOD is the beneficiary and has been selected by the registered owner to acquire the vehicle upon the death of that owner.
 - The TOD beneficiary is **not** a registered owner and the signature or consent of the beneficiary is not required during the lifetime of the registered owner.
 - Upon the death of the registered owner, the vehicle can be transferred with the beneficiary’s release and a *Statement of Facts* (REG 256).

1.055 Signatures and Endorsements (CVC §5751)**Individuals (registered or legal owner)**

An individual’s “usual signature” with omissions or additions to the printed name is an **acceptable** signature on any document.

For example: The usual signature for the name Joseph Donald Smith could be Joe D. Smith, Joseph Smith, Joe Smith, J. D. Smith, or J. Donald Smith.

The signature can be:

- Handwritten.
- A form of script or handprint unique to the individual.
 - A Statement of Facts (REG 256) completed by the individual stating this is his or her usual signature must be submitted with the application.
- A stamped signature of the individual’s usual signature.
 - This is **only** acceptable on department forms.
 - A countersignature **is not** required for a stamped signature.

Company or Business Endorsements

- The company or business name **and** the countersignature or initials of an authorized representative are required.
- The company name does not have to be stamped.

1.055 Signatures and Endorsements (CVC §5751), continued**Individuals Doing Business as (DBA)**

- The endorsement for an individual doing business as (DBA) a company/business **must** include the individual's signature.
- The company name is not required as part of the signature.

For example, all of the following are acceptable for John Jones DBA Jones Cooler Service:

- *John Jones*
- *John Jones DBA Jones Cooler Service*
- *John Jones DBA Jones Cooler Service by John Jones*

Leased Vehicles

The lessor is the registered owner of a leased vehicle and must sign registration documents. The lessee's signature is optional.

Trusts

The signature for a trust must contain the name of the trust and the countersignature of at least one trustee when a vehicle is being placed into the name of the trust.

Example: John Jones Family Trust by *Mary S. Jones*, Trustee

Generally, the signature for a trust **cannot** be completed by an attorney-in-fact. **Only** a restricted power of attorney from the trustee limited to a specific transaction is acceptable.

Trustee Table for Transfers

<i>If...</i>	<i>then...</i>
more than one trustee name is shown	all trustees must sign the application to release ownership. If any trustee signature is missing, a <i>Statement of Facts</i> (REG 256) is required explaining the reason the other signature(s) is not present.
the trustee signing is not the trustee named on the title	A <i>Statement of Facts</i> (REG 256) is required from that trustee stating his/her appointment as a successor trustee by the trustor or the retiring trustee.
a trustee releases interest on the title for a vehicle which is not registered to a trust	Ownership of the vehicle is determined by the deceased owner's will as contained in the trust document. In this case, copies of the trust agreement, a <i>Statement of Facts</i> (REG 256), and bill(s) of sale to complete the chain of ownership may be required.

Trustee Table for Transfers(continued)

<i>If...</i>	<i>then...</i>
no trustee is shown on the title	A <i>Statement of Facts</i> (REG 256) is required from the trustee stating his/her appointment as trustee or successor trustee by the trustor.

Signature by Mark

A signature by mark witnessed by another individual is acceptable for an individual who **cannot** write.

- Next to the individual's mark, the witness must print the individual's name **and** sign his or her own name.

IMPORTANT: Two witnesses **must sign** by the mark on a sworn statement (Statement of Facts) **or** for **release** of ownership.

- If an individual cannot place a mark due to loss, or loss of the use of his or her hands, verify the person's identity (from an identification card, passport, etc.) and complete the certification on the application.
 - A *Statement of Facts* (REG 256) explaining the reason for not having the individual's mark and the means of identification **must be** submitted with the application.

Deceased Person

The name of the deceased person plus the countersignature of the heir or person administering the estate (Example, Janet Smith by James Larson, executor). Additional documentation may be required.

1.060 Power of Attorney (CVC §1652)

A power of attorney is a written document whereby one person (the principal) conveys to another the right to act for that person as attorney-in-fact.

- A power of attorney may be used for signatures on most registration application documents and forms, except as noted in the section *Unacceptable Use of a Power of Attorney*.
- As referenced in this handbook, *power of attorney* refers to a departmental form which is limited to vehicle or vessel transactions.
 - However, the department also accepts a restricted power of attorney (limited to a specific type of transaction such as transfer of ownership) **or** a general power of attorney (conveys the right to transact unlimited types of transactions).
- For convenience, a power of attorney section is included on the *Vehicle/Vessel Transfer and Reassignment Form* (REG 262), but this **does not** prevent the use of the *Power of Attorney* (REG 260), which is available on the DMV Internet website.

1.060 Power of Attorney (CVC §1652), *continued*

- A power of attorney **must**:
 - Contain the vehicle/vessel identification number (VIN/HIN).

EXCEPTION: A general power of attorney is acceptable without a VIN/HIN.

- Contain the name of the designated attorney-in-fact.
- Be signed by the principal.
- Accompany any application signed by the attorney-in-fact.

NOTE: A photocopy or FAX copy of a *general* power of attorney or the department's *Power of Attorney* (REG 260) may be accepted. Photocopies of the department's *Vehicle/Vessel Transfer and Reassignment Form* (REG 262) are **not acceptable**, even if only the Power of Attorney portion is completed.

Signatures by Power of Attorney

The attorney-in-fact signs the principal's name and his or her name.

Example: John Jones by Steven Smith

When a business is appointed as attorney-in-fact, the countersignature must include the business name.

Example: Jim Smith by Uome Loan Company by *John Brown* **or** Johnson Enterprises by Uome Loan Company by *John Brown* **or** *James Smith* by L. Craig for American Auto

Unacceptable Use of a Power of Attorney

A power of attorney **cannot** be used:

- To sign a certification/statement of facts attesting to the knowledge of the principal.
 - The **exception** is the certification regarding disposition of the original *California Certificate of Title on an Application for Duplicate Title* (REG 227).
- To disclose odometer mileage.
- To reassign the right conveyed to the attorney-in-fact by the principal.
- By executors or administrators to appoint an attorney-in-fact pursuant to a power of attorney.
- By a trustee to assign the duties of a trust to an attorney-in-fact.
 - A trustee may assign specific duties to an attorney-in-fact, such as transferring a vehicle or retaining agents to advise and assist in the administration of the trust.

1.060 Power of Attorney (CVC §1652), *continued***Unacceptable Use of a Power of Attorney, *continued***

— A trustee **cannot** delegate all administrative duties. Therefore, only a **restricted** power of attorney is acceptable from a trustee, limited to a particular asset of the trust, or to a particular transaction.

1.065 Signature by Relative of Military Owner (CVC §1651)

The registration application for a nonresident vehicle being registered to an owner who is in the U.S. Armed Forces may be signed by the owner's spouse or other close relative.

- The individual's signature **must be** countersigned by the relative **and** the relationship to the individual **must be** indicated.

Example: Mark Johnson by *Mary Johnson*, wife.

- Mark the application "Owner Member of Armed Forces."
- This procedure is also applicable for signature on the *Non Resident Military Exemption Statement* (REG 5045)

1.070 Addresses on Documents (CVC §§4150, 4150.2, and 4453)

All registration applications **must** include the registered owner's residence or business address **and** mailing address, if different, and the business, residence, or mailing address of the legal owner/lienholder.

- A **residence address** must include the house number, street name, and the apartment or mobile home park space number, when applicable.
 - Always include the address suffix (Ave., St., Way, etc.) and the number designation (Apt., Sp., Ste., etc.)
- A **business address** may be an office building or a street address.
 - If the address is a "private mail box", **PMB** must be shown on the application
- If a residence and mailing address are provided on the application, and both addresses are in the same city, the department will key both addresses.
 - The residence address will be shown first, followed by the mailing address. The zip code of the mailing address will be used.

Example:

478 Wildwood Dr.
5874 Main St. PMB 2259
San Francisco CA 94102

Mailing Address *Only* on Registration Documents

Registration documents may now be issued showing *only* the registered owner's mailing address. However, this **does not** affect the information that must be shown on the application.

1.070 Addresses on Documents (CVC §§4150, 4150.2, and 4453), *continued*

- The vehicle registration applications **must include both** the registered owner's residence or business **and** mailing address, if different.
- When a customer requests that the registration documents be issued showing **only** the mailing address, the following forms **must be completed by the registered owner and submitted** with the registration application:
 - A *Statement of Facts* (REG 256) requesting that *only* his/her mailing address be keyed on the registration documents.
 - A *Change of Address* (DMV 14) showing **both** the residence or business address **and** the mailing address.

NOTE: Although the registration document contains both addresses, only the mailing address is being keyed. Therefore, the DMV 14 is necessary to subsequently update the DMV database with the complete address information.

- If the required forms are **not** submitted, the application will be returned by DMV.

Residence Address and Mailing Address are in a Different City

When a vehicle owner's residence is in one city and the mailing address in another city, the owner's *mailing* address will be keyed on the registration documents.

- Although both addresses are shown on the application, the applicant must complete a *Change of Address* (DMV 14) showing both the residence and mailing addresses and submit it with the application for proper updating of the record.
- Notify the owner that only the mailing address will be shown on the registration document but that the residence address will subsequently be updated on the vehicle record.

Mail delivered through a Post Office in a Different City

When a vehicle owner's residence is in one city but mail is delivered via a post office in another city, the name of the city with the post office must be shown as the owner's *mailing* address.

- The applicant must complete a *Change of Address* (DMV 14) showing both the residence and the mailing addresses and submit it with the application for proper updating of the record.

PO Box, General Delivery, or "In Care Of" Addresses

An application that contains **only** a PO Box, General Delivery, or "In Care of" address is only acceptable if no other residence or business address is available:

1.070 Addresses on Documents (CVC §§4150, 4150.2, and 4453), *continued***PO Box, General Delivery, or “In Care Of” Addresses, *continued***

- The registered owner must complete a *Statement of Facts* (REG 256) explaining that no other residence, business, or mailing address is available (CVC §4453).
- If another address is available, the full address information must be completed on the application.

APO or FPO Military Addresses

Overseas military mail **must** include the appropriate alpha designation and zip code with the APO or FPO address, as shown below. Show the military postal designation as the CITY.

Example: APO AE 09888

<i>Alpha Designations</i>	<i>Mail destined for...</i>
AE	Europe, Africa, Canada, or the Middle East
AP	Pacific
AA	Americas other than Canada

Leased vehicles

The vehicle **must be** located in California to be registered in this state. The lessor may show the lessor’s out-of-state address, if applicable. However, the application **must** include the lessee’s name **and** California address.

A *Statement to Record Ownership* (REG 101) with the lessee’s address is required if the application does **not** contain a space for a designated lessee address.

1.075 Confidentiality of Home Address (CVC §§1808.2, 1808.4, 1808.6, and PC §830)

Designated persons, their spouses, and children may request home address confidentiality on any DMV record for any vehicle, vessel, off-highway vehicle (OHV), driver license, or identification card, reflecting the qualified person’s name.

- The qualified requester must submit a properly completed *Request for Confidentiality of Home Address* (INV 32) through their employer to DMV.
- The INV 32 must contain the driver license number and **each** vehicle, vessel, or OHV (newly purchased or transferred to) license plate that contains the qualified person’s name as the registered or legal owner.
- An INV 32 is required **every** time a qualified person’s name is added to or deleted from a registration record.

1.080 Designating Legal Ownership on Applications (CVC §§370, 4150, 4150.2, and 4450)

The name of the “legal owner” or the word “none” must be shown in the lienholder/legal owner/title holder information section on all registration applications. The initials of the person making the entry are desirable, but **not** required.

Dealer Transactions— **all** dealer transactions **without** the legal owner information or “none” with the initials of the person making the entry will be returned to the dealer.

1.085 Bills of Sale (CVC §1652)

A bill of sale, as referenced in this handbook, generally refers to the departmental *Bill of Sale* (REG 135 or REG 262), but any bill of sale that identifies the vehicle or vessel and accurately establishes the chain of ownership is acceptable.

- It must be signed by the buyer, but it **is not** required to be notarized or witnessed.
- A bill of sale **is not** required for sales between California-licensed dealers **or** on dealer sales to a retail purchaser if the title is properly endorsed.

NOTE: A properly completed bill of sale may be accepted in lieu of the registered owner’s release signature on the title or *Application for Duplicate Title* (REG 227) **and** on multiple transfers, when an in-between owner’s signature **does not** appear on the title (the printed name **must** appear on the title).

1.090 Statement to Record Ownership/Error or Erasure (CVC §1652)

The *Statement to Record Ownership/Statement of Error or Erasure* (REG 101) is a dual purpose form, which is used as shown in this section.

Statement to Record Ownership (REG 101)

Generally used to clarify the registered owner and/or legal owner name(s) and/or address. Registered and legal owner names must appear **exactly** as shown on the title/application document, including how the names are joined.

NOTE: When an application is submitted which **does not** indicate “**and**” or “**or**” between the names, the certificates will be issued showing “**and**” represented by a slash (/) between the names.

- The omission of legal owner information on the REG 101 is a costly error.
 - **Be sure all the registered/legal owner** information is completed when a REG 101 is submitted.
- A REG 101 is **required** on a leased vehicle application which does **not** have designated spaces for the lessee’s and lessor’s addresses.
 - The REG 101 **must** accompany the completed application.

1.090 Statement to Record Ownership/Error or Erasure (CVC §1652), *continued***Statement of Error or Erasure (REG 101)**

- Required when an error or erasure is made on a California or a nonresident title.
- It **must** be completed by the individual who made the error/erasure.

NOTE: A dealer representative may initial a correction or erasure made on an *Application for Registration of a New Vehicle* (REG 397) and *Report of Sale–Used Vehicle* (REG 51).

- Errors made in the odometer section of the REG 397 require a completed *Vehicle/Vessel Transfer and Reassignment Form* (REG 262).
- No alterations or erasures can be made to a REG 262.

1.095 Electronic Lien and Title (ELT) Program

The Electronic Lien and Title (ELT) Program provides an electronic ownership record in lieu of a paper title.

- An ELT record of the information on the DMV database is created and transmitted to the ELT lienholder and a (paper) registration card is issued to the registered owner.
- Electronic Lien and Title (ELT) Program lienholders are assigned specific name and address abbreviations which **must be** used to generate a paperless title.
- Show the ELT lienholder information **exactly as shown in the latest DMV's ELT listing**.
 - A paper title will be issued when an ELT lienholder's name and address do **not** exactly match.
 - The paper title **must then** be returned to the department for correction, which delays issuance of a title record to the lienholder and may delay subsequent title transfers.
- New ELT participants are added to the program quarterly.
 - The department issues an updated list of all ELT lienholder names and addresses in a Vehicle Industry News (VIN) memo at that time.
 - To access the current ELT listing, log onto the department's Internet website **www.dmv.ca.gov**, click on the Industry tab, then click on Industry Tools.

1.095 Electronic Lien and Title (ELT) Program, *continued***Electronic Transactions by ELT Lienholders**

ELT lienholders may initiate various transactions to ELT vehicle/vessel records. Changes are transmitted electronically to Sacramento headquarters by the ELT lienholder and the information is processed as explained below:

<i>When the...</i>	<i>then the DMV...</i>
lien is satisfied by a dealer (upon trade-in for example)	issues and mails a paper title to the dealer showing the dealer as the “legal owner.”
lien/contract is purchased by a nonparticipating lienholder	issues and mails a paper title to the new lienholder.
lien/contract is purchased by another ELT lienholder	creates and transmits a new ELT record to the new ELT lienholder.
lien is satisfied by the registered owner or record.	issues and mails a sole-owner paper title to the registered owner.
ELT lienholder requires a paper title	issues and mails a paper title to the ELT lienholder upon completion of an <i>Application for Duplicate Title</i> (REG 227).

The average time to receive a paper title from an electronic transaction is eight days.

An existing record status such as a pending Report of Deposit of Fees (RDF) or suspense transactions prevents issuance of the title in the automated process. These are processed manually by the department.

1.100 72-Hour (Rush Title) Requests (CVC §9270)

- A “Rush Title” is the expedited issuance of a Certificate of Title for an additional fee.
 - An application will be processed within 72 hours (three business days, not including Saturday, Sunday, and holidays) when:
 - » » a “Rush Title” is requested and
 - » » a properly completed application for initial registration, transfer of ownership, or duplicate title is received in the Special Processing Unit in Sacramento DMV headquarters
 - Any fees due must be paid and there can be no stops or conditions which would prevent issuance of the title.
- A nonrefundable fee is charged for this service in addition to all other fees due. Refer to the Fees appendix, Appendix 1F, for fees.

1.100 72-Hour (Rush Title) Requests (CVC §9270), *continued*

- Requests for 72-hour processing **cannot** be submitted to a DMV field office. Applications and fees **must be mailed to**:

Department of Motor Vehicles
Rush Title Special Processing MS D238
2415 First Avenue
Sacramento, CA 95818

NOTE: Incomplete applications are returned to the requester and are not placed in the expedite process until DMV receives the completed application. The expedite fee is not refunded.

1.105 Registration by Vehicle Identification Number (VIN) (CVC §671)

Vehicles are primarily registered by the manufacturer-assigned vehicle identification number (VIN).

- The VIN is die-stamped into the vehicle frame or stamped on a plate attached to the vehicle body.
- The Certificate of Title and registration card contain the VIN.

Second Stage Manufactured Vehicles

When a vehicle is completed by adding a structure/equipment (second stage) to an incomplete vehicle (first stage), the VIN of the first stage is used for registration purposes; however, the year model, make, and body type are determined by the second stage.

Example: A 2009 Ford chassis has a 2010 Fleetwood motorhome body attached. The registration would correctly show 2010 Fleetwood motorhome with the 2009 Ford VIN.

1.110 17-Digit Vehicle Identification Number on Vehicles

- Pursuant to federal law, a 17-digit vehicle identification number (VIN) that passes check-digit is required on all 1983 and newer year model motor vehicles, and all 1985 and newer year model trailers.
- The VIN is computed using a mathematical formula issued by the Society of Automotive Engineers.

EXCEPTIONS:

- Certain motor vehicles incidentally operated on a highway, such as special equipment, off-highway vehicles, and park trailers, are **not** required to have a 17-digit VIN.
- “Yard trucks” vehicles specifically designed to move trailers within or about freight operation yards, in preparation for storage or loading **must** have a complying 17-digit VIN, regardless of the type of registration issued.

1.115 VIN Check-Digit Requirements

Refusal of Registration

Federal statutes require the DMV to refuse registration of a new vehicle (including a trailer) which **does not pass** check-digit.

- Vehicles **not** manufactured for on-highway use, which do **not** pass check-digit, **and** do **not** meet the Federal Motor Vehicle Safety Standards (FMVSS), are prohibited from on-highway registration in California.
- If the VIN does **not** pass check digit **and** the vehicle:
 - **is** an off-highway vehicle (OHV) **or** a vehicle incidentally operated on the highway, the check-digit requirement may be bypassed and the application processed.
 - **is not** an OHV **or** a vehicle incidentally operated on the highway, the application will be returned.

The submitter must verify the VIN on the application with the VIN assigned to the vehicle.

<i>If the VIN...</i>	<i>then...</i>
was entered incorrectly on the application	correct the VIN and resubmit the application.
agrees with the VIN on the vehicle	<ul style="list-style-type: none"> • contact the vehicle manufacturer regarding the VIN. (A manufacturer that incorrectly computes a VIN must notify the National Highway Traffic Safety Administration (NHTSA) giving the incorrect VIN and what the VIN should have been and provide the dealer with a copy of the letter sent to NHTSA.) • resubmit the application with the copy of the letter. <p>CAUTION: Some vehicles with MSOs, such as Diahatsu and Kawasaki, do not pass check-digit because they do not meet EPA or NHTSA standards. These vehicles can only be registered as off-highway vehicles.</p>

NOTE: The department will waive any Administrative Service Fee (ASF) or registration penalty accrued when the application is cleared, if the original application was received within 20 days of the date of sale.

NHTSA's address is:

National Highway Traffic Safety Administration (NHTSA)
 Office of Vehicle Safety and Standards
 NEF-1, Rm 5321
 400 7th Street SW
 Washington, DC 20590

1.120 Vehicle Verifications

The department may require a physical inspection of a vehicle (vehicle verification) prior to completing a vehicle registration application.

Required Vehicle Verifications

A Vehicle Verification is **always required** for:

- Registration of a vehicle last registered out of state. *See exceptions on the next page.*
- Re-registration of a previously “junked” or “salvaged” vehicle, **unless** the application contains a *CHP Certificate of Inspection* (CHP 97C).
- Registration of a specially constructed motor vehicle or trailer.
- Any vehicle for which the department does not have a record, **except** a new vehicle reported sold by a licensed California dealer on an *Application for Registration of a New Vehicle* (REG 397).
- Recording an engine change, motorcycle engine case change, or change from engine number to vehicle identification number (VIN).
- Assignment of an identifying VIN number by DMV.
- When the VIN shown on certificates is different from the VIN shown on file. This **includes** vehicles being junked.

A Vehicle Verification is **not required** for:

- A **new trailer** purchased in another state and eligible for registration under the Permanent Trailer Identification (PTI) Program, provided:
 - the trailer has **never** been registered.
 - the trailer has **not** been modified, altered, or assembled from a kit.
 - a secure Manufacturer’s Certificate/Statement of Origin (MCO/MSO) **is** submitted for the complete trailer.
- A **new commercial vehicle** purchased in another state as a complete vehicle **or** as an incomplete vehicle to which a new body was added to make a complete vehicle, provided the vehicle:
 - has **never** been registered or issued International Registration Plan (IRP) registration in California **or** was issued IRP registration within the last 60 days only.
 - has **not** been modified, altered, or assembled from a kit.
 - has an unladen weight of 6,001 pounds or more.
 - meets California emission standards.

NOTE: A Vehicle Verification **is required** for a vehicle that does **not** meet California emission standards.

1.120 Vehicle Verifications, *continued***Authorized Vehicle Verifiers**

Individuals authorized to do vehicle verifications are:

- Employees of the Department of Motor Vehicles.
- Peace officers (including military police). (*California Penal Code* §830)
- Employees of auto clubs that provide registration services.
 - Auto club verifiers **must** include the abbreviation of their auto club name with their signature.
- Persons licensed as vehicle verifiers by the department.
 - Licensed vehicle verifiers **cannot** do the VIN inspection for revived salvage, revived junk, specially constructed vehicles, or motorcycles with an unavailable California record (last registered in California but record no longer appears on the department's database).

Form completion

The vehicle verification is always completed on the Verification of Vehicle section of the *Application for Title or Registration* (REG 343/31) unless an *Application for assigned VIN Plate* (REG 124) is required for the transaction.

See *Vehicle Verification License Handbook* for instructions.

- Verifications of incomplete or unassembled vehicles (parts) **are not** acceptable. The serial number on the electric motor will be used for an electric motorcycle's engine number.
- **Emission Label Verification for nonresident vehicles** may be completed by **any** authorized vehicle verifier or a peace officer.
- The Federal Safety label is used as a second source of the public VIN verification. When missing or illegible, an alternate, accessible VIN must be located by a DMV employee.

EXCEPTION: Off-highway vehicles may not have a Federal Safety label but may be processed as long as the VIN has not been altered.

- **All** descriptive information requested on the form must be physically inspected and completed, **except**:
 - **Axles**—completed only for commercial vehicles and trailers other than camp trailers or trailer coaches.
 - **Estimated weight**—completed only for trailers other than camp trailers or trailer coaches.
 - **Length/width**—completed only for camp trailers, trailer coaches, and motor homes.

1.125 Junked or Salvaged Vehicles VIN Inspections (CVC §§5505 and 11519)

Prior to being registered for on-highway use, a vehicle previously junked or salvaged in California or another state (nonresident vehicle) **must be** inspected by an authorized DMV employee **or** referred to the California Highway Patrol (CHP) for inspection.

- All revived junk or salvage applications are subject to the CHP Inspection Fee.
- The CHP normally issues a *Certificate of Inspection* (CHP 97C) after the inspection is completed, which must be submitted with the vehicle registration application.
 - Additional verification **is not** required.
 - If deemed appropriate, the CHP may complete a *Vehicle Verification* (REG 31) or a *Application for assigned VIN Plate* (REG 124) in lieu of the CHP 97C.

1.130 Vehicle Identification Number (VIN) Plate Assignments (CVC §4161)

The department will assign and affix a VIN plate when required for original registration of the following vehicles:

- Trailers with an unladen weight under 6,000 pounds (**except** logging and auxiliary dollies).
- Trailer coaches.
- Special mobile equipment.
- Implements of husbandry.
- New motorcycles (except specially constructed motorcycles [SPCNS]).
- Snowmobiles (**except** when the VIN has been defaced or obliterated).

NOTE: All the documents and requirements for the registration application **must be** completed **before** a VIN plate is assigned.

The department refers all requests for assigned VIN plates on the following vehicles to the California Highway Patrol (CHP):

- Specially constructed motor vehicles.
- Motorcycles (except new). (Older motorcycles registered by engine number only **must** be assigned a frame number by the CHP before being registered.)
- Passenger vehicles.
- Commercial motor vehicles.
- Commercial trailers 6,000 pounds or more unladen.
- Logging dollies and auxiliary dollies.
- Snowmobiles (when the VIN has been defaced or obliterated).
- Volkswagen body changes.

**1.130 Vehicle Identification Number (VIN) Plate Assignments (CVC §4161),
*continued***

The CHP **must** verify a vehicle when:

- Its identity **cannot** be confirmed or there is a discrepancy between the public and alternate VIN.
- The public or alternate VIN has been altered or tampered in any way.
- The Federal Certification label is missing or illegible, and an alternate VIN cannot be located.

1.135 Notary—Expiration Date of Commission on Documents

A California notary's commission expiration date **is required** for notarized signatures on the *Application for Duplicate Title* (REG 227), including an Electronic Lien and Title (ELT) transfer.

An out-of-state notary's stamp is acceptable as presented.

1.140 Address Changes (CVC §§4159, 4160, and 9865)

Registered and legal owners are required to notify the department of an address change within 10 days.

- For registered owners, this can be done online at **www.dmv.ca.gov** or by submitting a **fully-completed** *Change of Address* (DMV 14) to DMV at the address shown on the form.
- The department does not issue new registration documents for a change of address.
- The owner should line through the old address on the registration document and print or type the new address and initial it.

NOTE: A legal owner may submit a change of address on its business letterhead. The letters must clearly state, "*This is a request of legal owner change of address*" and include the same information required on the DMV 14.

1.145 Unclaimed Certificates, Receipts, Plates, or Stickers

Certificates of Title, registration certificates, receipts, license plates (other than special license plates), and stickers returned to DMV as "unclaimed" are destroyed. Unclaimed special license plates are retained in the Sacramento headquarters.

1.150 Mail Applications (CVC §9557)

The post office cancellation date (postmark) is considered the "mailed date" for an application that is addressed to the department or authorized motor club and placed in the U.S. mail or in any U.S. Postal Service maintained postal box.

1.155 Applications Lost in the Mail

The department may process an application mailed during a penalty-free period and lost in the mail **without** penalty using replacement documents.

The applicant must complete a *Statement of Facts* (REG 256) regarding mailing of the application and pay any registration fees due.

1.160 Assignment of Registration Expiration Date (CVC §506)

The registration expiration year is programmatically calculated 12 months from the date fees become due for most vehicles upon original registration.

Commercial vehicles expire the last day of the month; the expiration date for automobiles and motorcycles is determined as follows:

Expiration Date for Automobiles & Motorcycles

<i>Date Fees Due</i>	<i>Expiration Date</i>	<i>Date Fees Due</i>	<i>Expiration Date</i>
1st — 7th	8th	20th — 21st	22nd
8th — 9th	10th	22nd — 23rd	24th
10th — 11th	12th	24th — 25th	26th
12th — 13th	14th	26th — 27th	28th
14th — 15th	16th	Feb. 26th - 27th	March 2nd
16th — 17th	18th	28th — 31st	2nd of the next month
18th — 19th	20th		

NOTE: Vehicles with a “Date Fees Due” date of December 28–31, are assigned a current year asterisk (*) year for proper calculation of subsequent renewal fees.

Exceptions—The exceptions to the expiration date assignment are:

- Permanent exempt vehicles are assigned an expiration date of 12/31/2099.
- Annual exempt vehicles **and** IRP vehicles expire on 12/31 of each year.
- Partial-year registered (PYR) vehicles show only the expiration month and year.
- Permanent fleet registration (PFR) vehicles show the expiration month/day/00 year.

1.165 Vehicles Exempt from Registration

The following vehicles are exempt from regular registration, but may be required to display special identification, as shown:

Aircraft Refueling Vehicle (CVC §4021)

Any vehicle designed or altered and used exclusively for the refueling of aircraft at a public airport, and operated upon a highway, under the control of a local authority, for a continuous distance not exceeding one-quarter mile each way to and from a bulk fuel storage facility.

Cemetery Equipment (CVC §§4012 and 5011)

Any vehicle, implement, or equipment specifically designed or altered for and used exclusively in the maintenance or operation of cemetery grounds, which is only incidentally operated or moved on a highway.

Cemetery equipment **must** display a special identification plate if moved over a highway. See Chapter 16, Special Equipment or information.

Disaster Relief Vehicle (CVC §4005)

Any vehicle operated within a disaster area or region, for the purpose of assisting in disaster relief work, under a special permit issued by the department for that purpose.

The special permit is:

- issued only if the Department of Transportation, or the responsible local authority, has determined that the vehicle is necessary for such purpose, **and**
- valid only during a period of a state of emergency, as proclaimed by the Governor under the provisions of the California Emergency Services Act.

Fire Fighting Equipment (CVC §4015)

Any privately-owned vehicle designed or capable of being used for firefighting purposes and only operated upon a highway in responding to, or returning from, emergency fire calls.

- This includes firefighting vehicles which are privately owned and operated by an all-volunteer, nonprofit fire department in an unincorporated area.
- Vehicles that **do not** qualify under CVC §4015 **must** be registered.

The *California Code of Regulations* (Title 13) §157.00 defines **firefighting vehicles**:

- A firefighting vehicle is defined as any vehicle that contains firefighting apparatus and equipment, which is designed and intended primarily for firefighting.

1.165 Vehicles Exempt from Registration, *continued*

The following privately-owned vehicles, when operated upon a highway only in responding to, and returning from, emergency fire calls qualify as firefighting vehicles and are exempt from registration:

- Fire trucks equipped with hose and ladders.
- Fire engines.
- Other vehicles permanently equipped with firefighting apparatus and equipment.
- A tank truck operated solely in conjunction with a fire truck, fire engine, or other self-propelled firefighting apparatus.
- Privately-owned vehicles or a combination of vehicles, which are not designed primarily for firefighting **do not** qualify as firefighting vehicles as defined above, including:
 - hazardous materials response vehicles
 - dedicated rescue vehicles
 - command post communications vehicles
 - passenger vehicles
 - buses
 - mobile kitchens
 - mobile sanitation facilities
 - heavy equipment transport vehicles.

An Authorized Emergency Vehicle permit issued by the California Highway Patrol (CHP) must be obtained, if Code 3 equipment (red light and siren) is installed on a privately-owned firefighting vehicle.

Forklift Truck (CVC §4013)

Any forklift truck which is designed primarily for loading and unloading and for stacking materials, that:

- is operated upon the highway only for the purpose of transporting products or material across a highway in the loading, unloading, or stacking process, **and**
- **is not** operated along a highway for a distance greater than one-quarter mile.

See Chapter 13, Commercial Vehicles, for additional information.

Golf Cart (CVC §§345, 4019, 21115)

A motor vehicle designed to carry golf equipment and not more than two persons, including the driver.

- A golf cart is a motor vehicle with not less than three wheels in contact with the ground, an unladen weight of 1,299 pounds or less, and designed and operated at not more than 15 miles per hour.

1.165 Vehicles Exempt from Registration, *continued***Golf Cart (CVC §§345, 4019, 21115), *continued***

- A golf cart operated pursuant to CVC §21115 is exempt from registration.
- The registration requirements for a golf cart that becomes subject to regular registration are the same as the original or nonresident requirements for other motor vehicles.

Hauled Vehicle (CVC §4009)

A vehicle transported upon a highway, no part of which is in contact with the highway.

Refer to Chapter 15, Off-Highway Vehicles, for off-highway vehicle registration information.

Logging Vehicle (CVC §§4018 and 5011)

Any logging vehicle is exempt from registration, but **must** display a special identification plate if moved over a highway.

Refer to Chapter 16, Special Equipment for SE info.

Self-Propelled Wheelchair, Invalid Tricycle, or Quadricycle (CVC §467)

A self-propelled wheelchair, invalid tricycle, or quadricycle, while being operated by a person who, by reason of physical disabilities, is otherwise unable to move about as a pedestrian.

Snowmobile (CVC §557)

A motor vehicle designed to travel over ice or snow in whole or in part on skis, belts, cleats, or low pressure tires.

Refer to Chapter 15, Off-Highway Vehicles for OHV registration information.

Special Equipment (CVC §§565, 575, 4010, and 5011)

Special construction equipment **and** special mobile equipment are exempt from registration, but **must** display a special identification plate if moved over a highway.

Refer to Chapter 16, Special Equipment for information regarding special equipment.

1.170 Bicycle Program (CVC §§39000-39012)

The department procures and distributes bicycle license indicia and registration forms to all cities and counties which have a bicycle licensing ordinance or resolution.

Fees for the indicia and registration forms are as follows:

- Bicycle License Plates—\$97 per hundred
- Bicycle Renewal Stickers—\$15 per hundred (indicate expiration year)
- Bicycle Registration forms—\$12 per hundred

Mail a written request on agency letterhead and payment to the Special Processing Unit (SPU) in Sacramento headquarters at:

Department of Motor Vehicles
Special Processing Unit
Attn: Bicycle Registration MS D238
PO Box 932345
Sacramento, CA 94232-3450

1.175 Miniature Motorcycles

The department **does not** register vehicles known as mini choppers, pocket bikes, etc. These vehicles:

- **do not** meet the definition of a motorized scooter because of their speed (CVC §406) and engine displacement (CVC §405).
- **do not** meet equipment safety standards.
- **cannot** be registered pursuant to CVC §4751d.

Please advise your customers that these vehicles **cannot** be registered and **cannot** be operated on a public street.